



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
WASHINGTON NAVY YARD
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WASHINGTON DC 20374-5065

NAVFACINST 1740.1A
FAC SEABEE

22 OCT 1998

NAVFAC INSTRUCTION 1740.1A

From: Commander, Naval Facilities Engineering Command

Subj: NAVFACENGCOM HEADQUARTERS SPONSOR PROGRAM

Ref: (a) MILPERSMAN 1810580
(b) OPNAVINST 1740.3

Encl: (1) Sample Welcome Aboard Letter
(2) Sample of Sponsor Assignment Letter
(3) Sample Sponsor Letter
(4) Sample Sponsor Checklist
(5) Sponsor Questionnaire

1. Purpose. To issue guidance and objectives of the Navy Sponsor Program for the Naval Facilities Engineering Command, Headquarters.

2. Cancellation. NAVFACINST 1740.1.

3. Discussion. References (a) and (b) establish the Navy Sponsor Program to facilitate the relocation of Naval personnel and their families when transferred on permanent change of station (PCS) orders. An effective Sponsor Program can significantly ease the difficulties encountered by Naval Personnel during a PCS move. This instruction designates the duties and responsibilities for the Navy Sponsor Program within Headquarters.

3. Policy. It is Headquarters policy to welcome and assist all reporting personnel. To accomplish this, a sponsor will be assigned to each reporting member.

4. Responsibility. The Director of Seabee/Contingency Engineering will maintain overall responsibility for the Headquarters' Sponsor Program. The Command Yeoman will assist the Director of Seabee/Contingency Engineering and assigned sponsors as necessary.

5. Action

a. Director of Seabee/CE (FAC SEABEE)

(1) Upon receipt of orders for a Prospective Gain (PG), the Director of Seabee Support will assign a sponsor. Enclosure (1) will be completed and forwarded to the PG with a Welcome Aboard Package.

(2) Enclosure (2) is completed and forwarded to the assigned sponsor with a copy of enclosures (3) and (4), and a copy of the PG's orders.

(3) After the PG has checked in, enclosure (5) will be completed and reviewed by the Director of Seabee Support for potential improvements in the Sponsor Program.

b. Designated Sponsors: Sponsors should consider their own personal experiences during PCS moves and endeavor to make the PG's move as smooth as possible.


c. Command Yeoman

(1) Assist the Director of Seabee Support with the Sponsor Program as required.

(2) Order a Headquarters uniform nametag prior to arrival of PG.

(3) Maintain a supply of standard and current Welcome Aboard packages.

(4) Collect Sponsor Program Questionnaires from newly reporting members and forward to the Director of Seabee/Contingency Engineering for review



J. R. FAUNCE

Director of Seabee/Contingency
Engineering

SAMPLE WELCOME ABOARD LETTER

Date:

Dear _____,

We are pleased to receive notice of your orders to Naval Facilities Engineering Command. From your orders, we understand that you will report in _____.

Your sponsor is _____. He/She can be reached by calling area code _____. If you wish to write, his address is _____.

Seasonal contrasts in weather are dramatic enough to require a full sea bag of uniforms and civilian attire. Prescribed Uniform of the day during the summer months (May - October) is summer white for all officers and chief petty officers, and service dress white for all enlisted E1-E6. Alternate uniform is summer khaki (CNT fabric) for all officers and chief petty officer, and summer white for all enlisted E1-E6. The prescribed uniform for all personnel during the winter months (October - May) is Service Dress Blue. The black v-neck pullover sweater or the Navy black jacket (with standup knit collar) may be substituted for the Service Dress Blue Jacket. Enlisted personnel (E-6 and below) may wear Winter Blues as an alternate uniform.

Welcome to Naval Facilities Engineering Command.

//s//

Director of Seabee Support

Enclosure (1)

SAMPLE OF SPONSOR ASSIGNMENT LETTER

Date:

MEMORANDUM

From: Staff Yeoman

To: _____

Subj: SPONSOR ASSIGNMENT OF _____

Ref: (a) NAVFACINST 1740.1A~

Encl: (1) Sponsor Checklist
(2) Copy of EPAD or Orders

1. In accordance with reference (a), you have been assigned as a sponsor for _____. The following information is provided so that the incoming member can be contacted.

2. Welcome Aboard Package was mailed to member on _____.

(RANK/RATE)

(NAME)

SSN #

INBOUND FROM: _____

MAILING ADDRESS OF ACTIVITY: _____

2. Please review reference (a) and return this memo and a copy of your sponsor letter by _____.

Very respectfully,

Enclosure (2)

SAMPLE SPONSOR LETTER

(modify as required)

Dear _____,

I have been designated as your sponsor. My mailing address is: _____

My work telephone number is: Commercial _____, DSN _____
_____. Should you desire, my home telephone is: _____
_____. I may be contacted at home between _____ hours and _____ hours. (Use 24 hour clock.)

The Staff Yeoman has notified me that your welcome Aboard Package from the command was mailed _____; should you not receive it by _____ please contact me or the Staff Yeoman at _____ so that another can be sent immediately.

Again, let me welcome you aboard Naval Facilities Engineering Command, and if there is any way I can be of further service to you, please contact me.

Yours truly,

(Letter should be informal)

SAMPLE SPONSOR CHECKLIST

1. Write a "Welcome Aboard" letter to your new shipmate. Some points to include.
 - a. Introduce yourself and give a warm welcome aboard.
 - b. Include a copy of the rental/for sale advertisements from the local paper in any correspondence with the new member. If member is married, include copy of employment advertisements from the local paper.
 - c. Provide the member information on how they may contact you (your home address and telephone as well as your work telephone both DSN and commercial numbers).
 - d. Ask them about dependents. If they will accompany, mode of transportation, ages, etc.
 - e. Ask them to keep you posted on their travel and arrival plans.
2. Provide follow-up letters or phone calls to answer any questions the new member may have.
3. Ensure transportation is available from place of arrival to the command and temporary lodging if the member requests it.
4. Prior to the member's arrival, check on the housing availability. Inform the member if housing will be available upon reporting or if they need to make arrangements for temporary lodging. Assist the member with lodging if necessary. (Make sure the new member checks in to the Housing Referral Office prior to renting or buying a house).
5. Escort the individual through the process of checking in.
6. Help the member locate the Personal Property Office to check on household goods and/or private auto shipments. This may be done before the member reports in for duty.
7. Provide a tour of the command and point out where the nearest military bases are for commissaries, exchanges, etc.

Enclosure (4)

SPONSOR PROGRAM QUESTIONNAIRE

We request your assistance in evaluating the effectiveness of our Sponsor Program. Please complete the questionnaire based on your experiences on your recent PCS transfer. Upon completion, please forward the questionnaire to the Command Yeoman.

NAME: _____ RANK/RATE: _____

ARRIVAL DATE: _____ DEPT. ASSIGNED TO: _____

NAME OF SPONSOR: _____

1. Are you: Married (Accompanied) _____ Married (Unaccompanied) _____
Single (Accompanied) _____ Single (Unaccompanied) _____

2. Were you assigned a sponsor before arriving? _____

3. Did your sponsor assist you in the following:

YES NO

- _____ a. Contact you prior to your PCS move?
_____ b. Meet you upon arrival?
_____ c. Arrange for temporary housing, if necessary?
_____ d. Arrange for temporary transportation, if necessary?
_____ e. Have a positive attitude toward NAVFAC and the local area?
_____ f. Answer your questions timely and accurately?
_____ g. Show you around NAVFAC and the local area?
_____ h. Assist you in getting settled?

4. What information did you receive prior to arrival?

_____ Letter only _____ Both
_____ Packet of information only _____ Nothing

5. What additional information would have been helpful to you prior to arrival?

6. Overall, how would you rate the helpfulness of your sponsor?

7. Please use the back of this page to make any remarks, criticisms, or recommendations concerning NAVFAC's sponsor program.